



# City of Tempe

## AVIATION NOISE COORDINATOR

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	582	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$65,913
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$88,983
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Environmental Quality Specialist
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Professionals

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives direction from the Environmental Program Supervisor or from other supervisory or management staff.

May exercise technical supervision over department employees or outside consultants relative to aviation noise matters.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four years of experience in air quality, water quality, or environmental management, including compliance assessment for required environmental programs, implementing environmental programs required by permits or regulations, implementing environmental public education programs, including airport noise mitigation, or experience from flight procedure development.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university in aviation science, public policy, environmental engineering, environmental sciences, environmental planning and management, or related to the core functions of this position.
<i>License / Certification:</i>	None

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To provide highly complex technical expertise to department managers, facility managers, and supervisory staff regarding aviation noise and air traffic; to develop and implement programs and projects to ensure an ongoing and long-term solution by forging relationships between underrepresented communities in and around Tempe, PHX, airline representatives and federal air traffic planners. This position is also expected to represent the City on technical committees and stakeholder groups related to aviation noise issues.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Support the Tempe Aviation Commission and respond to residential noise complaints regarding air traffic and flight paths.
- Support a forum for municipalities to collectively address aviation noise directly with the operator of PHX, its airline representatives and local FAA air traffic planners.
- Be a permanent and consistent representative for Tempe to facilitate discussions between the city administration, other airports throughout the valley and local FAA officials regarding planned airspace actions.
- Collaborate with members of the community to bring concerns about potential noise and air quality impacts of air traffic and proposed federal airspace actions and/or the need to conduct environmental assessments or impact statements.
- Compel broader community input on air traffic plans
- Hold regular hearings to provide an opportunity for residents to have input in the flight planning process
- Represent the City on environmental issues related to aviation and Sky Harbor Airport.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects up to 50 lbs.;
- Operate city vehicles (describe vehicle types);
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Traverse long distances during workday with or without an accommodation;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;

- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May require working extended hours;
- May work alone for extended periods of time;
- Other physical attributes essential to the classification;

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Revised December 2019 (reactivated sunset job description, update job title and duties)*